

MVP Priorities and Best Practice

1 MVP Priorities

Key priorities for 2009/2010

The initial priorities set for 2009/2010 were:

- To create, own and maintain a community website
- To publicise local volunteering opportunities and hold a database for people who are interested in volunteering locally
- To facilitate the organisation of whole village events and promote such events
- To facilitate and support new clubs and interest groups.

Key priorities for 2011/2012

The following priorities are proposed for 2011/2012::

- ✓ To promote local volunteering opportunities and find ways of matching opportunities with volunteers
- ✓ To add a sports event to the MVP calendar
- ✓ To expand social provision for the elderly
- ✓ To promote the use of film equipment in local groups with a view to making a village film

Other priorities may be proposed at the AGM or added afterwards by the Committee.

2 Best Practice

Project Groups

When the MVP Committee decides to initiate a new activity this will form a new Project Group. The membership of any Project Group will consist of those people interested in taking the specific project forward; they need not all be Committee members.

The Project Group will appoint a Project Manager who will be a member of the Committee, and will be responsible for providing progress reports to MVP meetings.

The Project Manager, in collaboration with Project Group members, will be responsible for:

- Ensuring that a brief is developed for the Project, defining its desired outcomes, the likely beneficiaries, who will be involved in the delivery and key actions
- Identifying potential risks and how these will be mitigated.
- Making appropriate arrangements to protect individual members of the Project Group and those benefiting from the Project, including Public Liability insurance when required. Risk assessments should be completed and all health and safety issues addressed. Where the public or volunteers are involved insurance cover must be confirmed by the treasurer.
- Identifying and applying for funding (in collaboration with Management and Action Group members as appropriate), and agreeing the use of any surpluses generated with the MVP Committee
- Ensuring that appropriate financial records are kept. All receipts and payments are passed to the treasurer; no netting off will take place.
- Producing a final report to be passed to the Secretary for future reference

A Project Group will be dissolved when it has achieved its desired outcome, or when there is agreement amongst MVP members that the project has failed or is no longer relevant.